

AmeriCorps Member Position Description (DHR-CAS-2010-09-01) **Iowa Department of Human Rights Youth Program Coordinators**

The Iowa Department of Human Rights, Division of Community Advocacy and Services is partnering with the Iowa State of Promise AmeriCorps Program to have three or more AmeriCorps members coordinate youth programs in the Offices of Asian and Pacific Islander, Latino, and Native American Affairs. Full and part-time positions are available. Completion of 1,700 hours of service qualify for a \$5,350 educational award. **Interested candidates should send a cover letter and resume to Kathryn Baumann-Reese, Department of Human Rights, Division of Community Advocacy and Services, Lucas State Office Building, 2nd Floor, Des Moines, Iowa 50319 or via e-mail to Kathryn.Baumann-reese@iowa.gov by October 8, 2010**

POSITION SUMMARY:

These full or part-time AmeriCorps positions will develop and strengthen programs for Iowa youth with an emphasis on the Asian, Latino and Native Americans communities to ensure youths have the five essential resources (5 Promises): Caring Adults, Safe Places, A Healthy Start, Marketable Skills through Effective Education, and Opportunities to Serve. Successful candidates will work collaboratively with the Executive Officers of Asian and Pacific Islander, Latino, and Native American Affairs to promote youth programming and develop youth leadership skills at the state and community level. The Offices are committed to empowering youth through self-advocacy, organizing and leadership development. The AmeriCorps members will be housed in the Iowa Department of Human Rights, Division of Community and Advocacy Services in Des Moines, Iowa.

DUTIES AND RESPONSIBILITIES:

- Assist Executive Officers in carrying out and growing existing programming by conducting outreach, coordinating activities and strengthening partnerships.
- Sustain and improve marketing strategies for current youth programming. This will include updating a website and creating periodic e-newsletters and flyers.
- Design and implement new programming for youth as appropriate.
- Provide technical assistance and training to youth and adults related to youth involvement. Examples of topics covered include: youth leadership, adult-youth partnerships, positive youth development, service-learning, service project development, agency readiness and working with diverse youth.
- Assist in the planning and implementation of state and community initiatives and activities in conjunction with Iowa State of Promise AmeriCorps program and the Department of Human Rights. Examples of activities include supporting the establishment of local advisory panels, identifying existing activities and unmet needs in communities and, assisting and supporting communities that pursue "Community of Promise" designation.

MINIMUM EDUCATION: High school diploma (or equivalent); college degree preferred.

PAYMENT and BENEFITS: AmeriCorps members receive a monthly living allowance of \$983.00 and upon completion of 1,700 hours of service qualify for a \$5,350 educational award. Basic AmeriCorps individual healthcare insurance is provided at no cost to members who do not have adequate health care coverage at the time of enrollment or lose coverage due to becoming an AmeriCorps member.

MINIMUM QUALIFICATIONS:

- Demonstrated interest and ability to interact effectively with youth, community groups and diverse populations to promote youth development
- Computer proficiency in Microsoft Office products: Word, Excel, Access, and PowerPoint;
- Self-motivated and able to work independently as well as in a team environment;
- Willingness to learn new skills and set goals and have good organizational skills;
- Demonstrated public speaking ability and excellent communication skills, both oral and written;
- Willingness to have a flexible schedule and have the capacity to travel, including nights and weekends;
- Ability to speak Spanish, Asian or Native American languages and familiarity with these cultures is a plus.

Benefits	Full-Time Members	Half-Time Members
Living Allowance	A monthly living allowance of \$983 (pre-tax) is issued to the member via direct deposit on the last service/working day of the month.	A monthly living allowance of \$492 (pre-tax) is issued to the member via direct deposit on the last service/working day of the month.
Education Award Stipend	<p>Upon successful completion of 1700 hours of service, AmeriCorps members qualify for a \$5,350 education award in the form of a voucher.</p> <p>The education award can be used up to seven years after the completion of a member's term of service to repay qualified student loans or to pay toward the cost of attending a Title IV institution of higher education. The award is considered taxable income in the year(s) used. Members can receive a maximum of two education awards during their lifetime.</p>	<p>Upon successful completion of 900 hours of service, AmeriCorps members qualify for a \$2,675 education award in the form of a voucher.</p>
Student Loans	<p>Members may qualify for forbearance on the repayment of qualified student loans during their term of service. Members may request this benefit by opening a My AmeriCorps account on the AmeriCorps website. Additionally, if the member has received forbearance on a qualified student loan during their term of service, the National Service Trust may repay a portion or all of the interest that accrued on the loan during the member's term of service. The member may apply for Interest Accrual online through the My AmeriCorps account at the end of their term of service. Interest payments will be sent to the member's loan holders.</p>	
Health Insurance	Full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the program are eligible for basic AmeriCorps healthcare insurance. The coverage is at no cost to members; dependents are not covered.	Half-time members who do not have health care coverage can enroll in the AmeriCorps health care program. Half-time members, however, are responsible for paying the monthly health care premium; dependents are not covered.
Childcare Subsidy	Full-time members with eligible dependents may receive financial assistance for childcare during their term of service. The specific amount of assistance is based on state income guidelines. The member's family must first be income-eligible, and the child(ren)'s caregiver must be considered a legal provider in the state.	Not available
Training	<p>Members receive AmeriCorps pre-service and on-site orientations in addition to the opportunity to attend the Iowa NonProfitSummit, statewide AmeriCorps retreats, and local level trainings/workshops deemed useful by both the program and host site.</p>	